

Child Victim's Trust Fund

Statewide Prevention Grant
Fiscal Year 2017

GUIDELINES, OVERVIEW & INSTRUCTIONS



The Child Sexual Abuse and Exploitation Prevention Board (Board) reserves the right to deem ineligible for further review any application that is incomplete or does not STRICTLY adhere to the instructions contained in this document.

The Board has exclusive authority to approve or deny all grant applications. All awards are subject to the availability of funds.

Applicants will not receive funding if the match requirements are not met.

Table of Contents

GUIDELINES & OVERVIEW	3
Introduction	3
Definitions	3
Application Submission	4
Application Deadline	4
Questions/Technical Assistance	4
Availability of CVTF Funding	4
Eligible Applicants	5
Eligible Programs	5
Priority Areas	6
Funding Requirements	6
Funding Period	7
Public Relations Requirement	7
Reporting and On-site Reviews	9
APPLICATION INSTRUCTIONS	10
General Instructions	10
Application Instructions (Questions 1 – 8)	11
Form 1. Grant Application Checklist	12
Form 2. Statement of Cooperation and Assurances	13
Application Narrative Instructions	13
Program Budget Instructions	18
Form 3. Anticipated Program Revenue—Breakdown by Source Form	18
Form 4. Budget Plan	19
Budget Narrative Instructions	22

Table of Contents, continued

APPENDIX	30
Frequently Asked Questions	31
Unallowable Expenses	39
CVTF Match Requirement	40

GUIDELINES & OVERVIEW

INTRODUCTION

The Child Sexual Abuse and Exploitation Prevention Board was created in 1984 by KRS 15.905 for the “coordination and exchange of information on the establishment and maintenance of prevention programs.” (KRS 15.920) The Board also oversees the Child Victims’ Trust Fund (CVTF), a non-profit program that provides local communities with funding for child sexual abuse prevention programs and reimbursement for the portion of child sexual abuse medical exam expenses not covered by Medicaid or private insurance.

Instructions for completing the application and an application form are also included. ***Potential grantees are strongly encouraged to read this document before completing and submitting the grant application.***

DEFINITIONS [KRS 15.900]

As used in KRS 15.910 to 15.940:

1. “Child” means a person less than eighteen (18) years of age;
2. “Child sexual abuse and exploitation” means harm to a child’s health or welfare by any person, responsible or not for the child’s health or welfare, which harm occurs or is threatened through non-accidental sexual contact which includes violations of KRS 510.040 to 510.150, 530.020, 530-.070, 531.310, 531.320, and 531.370;
3. “Local task force” means an organization which meets the criteria described in KRS 15.940;
4. “State board” means the State Child Sexual Abuse and Exploitation Prevention Board created in KRS 15.910;
5. “Prevention Program” means a system of direct provision of child sexual abuse and exploitation prevention services to a child, parent, or guardian, but shall not include research programs related to prevention of child sexual abuse and exploitation;
6. “Trust fund” means the Child Victims’ Trust Fund established in the Office of the State Treasurer.

APPLICATION SUBMISSION

Submit one original of the entire application with all required attachments **via email** to ICareAboutKids@ky.gov by **March 30, 2016 4:30 E.D.T.** AND mail the application with original signatures and all required attachments to the address below. The **hard copy** with **original signatures** should be mailed to this office **postmarked by April 1, 2016.**

All forms, required documentation and signatures must be completed at the time of submission.

Submit the application documents to:

CVTF Grant Program Coordinator
Office of the Attorney General/Office of Victims Advocacy
1024 Capital Center Drive, Suite 200
Frankfort, Kentucky 40601-7513

APPLICATION DEADLINE

The Board and staff assume no responsibility for the timely delivery of applications or for incomplete applications. All applications must be received by the Child Victims' Trust Fund, Office of the Attorney General, Office of Victims Advocacy, no later than **March 30, 2016, by 4:30 P.M., E.D.T.** Applications and/or materials received after the deadline will not be accepted.

QUESTIONS/TECHNICAL ASSISTANCE

General questions regarding the grant application may be directed to the CVTF Grant Program Coordinator at 502-696-5312.

AVAILABILITY OF CVTF FUNDING

The Board has exclusive authority to approve or deny all grant applications. All awards are subject to the availability of funds.

ELIGIBLE APPLICANTS

Pursuant to KRS 15.935, the Board disburses CVTF monies to private nonprofit organizations including local task forces, private nonprofits and public agencies. Private nonprofit organizations must be certified by the IRS as having tax exempt status, i.e. 501(c)(3). Applications for funding submitted by a task force must be accompanied by appropriate approval as demonstrated by the signature of the appropriate task force member. ***(At this time, the Attorney General's Office knows of no operative task forces in Kentucky).***

ELIGIBLE PROGRAMS

The overall aim of preventive intervention is the reduction of child sexual abuse and exploitation. However, this particular grant focuses on **primary approaches only**.

Primary Prevention: Primary prevention refers to prevention education and information provided to broad segments of the population. Primary prevention takes place before child sexual abuse has occurred, to prevent initial perpetration or victimization. This type of programming includes any public or generally offered program on child sexual abuse prevention. Common examples are:

- a. Prevention education programs for children, adolescents, or parents in group settings provided through public or private schools, church or civic groups, recreational or health organizations, child care centers, community mental health centers, or other community settings frequented by the general population.
- b. Programs directed to increase the awareness and effectiveness of professionals involved in child advocacy. Programs may include, but are not limited to, education for legal and law enforcement personnel, teachers, childcare workers and development of local procedures for such professionals.
- c. Programs designed to increase public awareness of, and knowledge about, the problem of child sexual abuse. These may include public service announcements, development of public education materials such as posters, brochures, etc., funding of a community theatrical production on child sexual abuse prevention, etc.

In addition to nationally recognized prevention programs, the Board also welcomes newly created, innovative proposals, but applicants must be able to provide a clear description and enough information to facilitate the Board's understanding of how the program will prevent child sexual abuse and exploitation, its goals and objectives, the curriculum (if applicable), and how its effectiveness will be evaluated.

PRIORITY AREAS

In reviewing applications for this grant, the Board looks for primary prevention programs that use effective, research-based models of child sexual abuse prevention. Such programs provide the following:

- evidence that the primary prevention program is based on current research and literature;
- clear understanding of the population intended to be served and evidence that the program and the curriculum reflects the particular needs of that population;
- evidence that the program includes key components for effective primary prevention, including multiple contacts with the intended audience, interactive learning, parent, community, adult and Internet safety components – to enhance child-focused programs;
- appropriate screening, training and background checks of staff, consultants, independent contractors and volunteers;
- awareness of and collaboration with other community resources involved in child sexual abuse services and/or prevention services;
- clear and achievable plans for qualitative and quantitative program evaluation; and
- plans to diversify funding for the future.

The Board strongly encourages and welcomes newly created, innovative proposals so long as applicants can provide a clear description and enough information to facilitate the Board's understanding of how the program will prevent child sexual abuse and exploitation, its goals and objectives, the curriculum (if applicable), and how its effectiveness will be evaluated.

FUNDING REQUIREMENTS

Match Requirement. KRS 15.935(1) (a) (2) and KRS 15.940(4) require a successful applicant to provide a fifty percent (50%) match of the total CVTF grant award. Of that match amount, at least 10% shall consist of a cash match (i.e. other funding sources, cash donations, grants, salaries paid through agency sources, etc.). The remaining

match requirement may be met through cash, in-kind contributions (i.e. donated facilities, goods or services, volunteer services, etc.) or a combination of cash contributions and in-kind contributions. ***Applicants will not receive funding if the match requirements are not met.***

The type of contributions stipulated as cash and in-kind must be specific to the program being funded and shall be subject to approval of the Board, and the applicant shall maintain documentation for all cash and in-kind contributions (see “CVTF Match Requirement” in the Appendix).

Use of Funds. Applicants may allocate requested CVTF grant monies among the following cost categories: materials, equipment, operational expenses, training and travel, consultant and contractual services, staff salaries and staff fringe benefits, as the demands of their programs require.

The Board **strongly discourages** the use of CVTF grant money to fund staff salaries, staff fringe benefits and equipment purchases. Certain expenses such as mortgage payments and capital expenditures are not allowed and will not be considered for CVTF funding or as a match (see “Unallowable Expenses” in the Appendix).

FUNDING PERIOD

CVTF Statewide Prevention Grants are awarded once each fiscal year. Programs must be completed during the 12-month funding period from July 1 through June 30. Funding will be provided in quarterly payments. Before each payment is released, the grantee agency must provide invoicing for funds expended and a quarterly report. ***Unused funds MUST be returned to the CVTF.***

PUBLIC RELATIONS REQUIREMENT

The Child Victims’ Trust Fund receives its revenues from the state income tax refund check-off, a small portion of the purchase and renewal price for the “**I Care About Kids**” license plate, and private donations. To insure the continuing generation of funds, it is imperative that all Grantees develop and implement a Public Relations Plan to promote CVTF revenue programs in every county throughout the Grantee’s service region. Collaboration with local media, other community groups or community agencies is required in the development of this plan.

Every Grantee must, at a minimum, complete the following requirements.

1. **The Grantee shall promote the CVTF logo, income tax refund check-off and the “I Care About Kids” License Plate in community locations and government agencies.** The Grantee must select two or more locations from the following list of “Target Locations” and post information regarding the CVTF revenue programs at these locations. The Grantee may also choose to advertise the CVTF programs from the list of “Other Locations.” If the Grantee wishes to publicize the CVTF in a location not listed below, please contact the CVTF Grant Program Coordinator for prior approval.

a. **Target Locations**

- County Clerk’s Offices and Division of Motor Vehicle offices
- Courthouses, including, but not limited to, Family, Circuit and District Courts
- Police Departments
- Pediatrician offices
- Childcare centers
- Libraries, Community Centers, youth clubs, e.g. YMCA or Boys & Girls Club
- Health Departments/free clinics

b. **Other Locations**

- Semi-professional sports teams, i.e. Lexington Legends, Louisville Bats
- Children’s clothing stores and large shopping malls
- Tax preparation firms

2. **The Grantee shall display the CVTF logo and statement crediting CVTF funding on all published Grantee materials.** The CVTF logo must be included on all of the Grantee’s printed materials referencing a CVTF program, such as brochures or agency websites. In addition to the CVTF logo, all materials discussing the Grantee’s CVTF Program shall include the following statement: *“This publication/program is funded in part by a grant from the Child Victims’ Trust Fund.”* An electronic copy or a printed label depicting the CVTF logo and funding statement may be obtained from the CVTF Grant Program Coordinator.
3. **All publications, videos, or other training materials associated with the prevention program funded by the CVTF must be submitted to the CVTF Grant Program Coordinator for approval PRIOR to publication.** Prior approval must also be obtained from the CVTF Grant Program Coordinator

BEFORE printing or ordering any materials that were not included in the grant application. ***Publications, videos and other training materials that are printed or published without prior approval WILL NOT BE FUNDED.***

REPORTING AND ON-SITE REVIEWS

Every grantee shall be responsible for maintaining accurate and current financial records (including records pertaining to cash and in-kind contributions) and program records and reporting on the use of CVTF monies. Four **quarterly program reports** are required. Each report is due on the fifteenth day of the month following each quarter, i.e. first quarter report is due October 15 and should cover activities conducted July, August and September. A **year-end report** is due at the end of the fiscal year and no later than July 31. Reporting shall be submitted on forms that will be provided by the CVTF Grant Program Coordinator. Grant recipients may be required to submit additional reports as deemed appropriate by the Board or staff. **Failure to submit the required reports within the stipulated timeframe may result in the forfeiture of remaining grant funds, and where applicable, a two year application suspension and shall be a factor in the consideration of future applications.**

Grantees are also subject to on-site reviews. Grantees will be required to acknowledge by signature any deficiencies that are cited on a review checklist and to address said deficiencies within a given timeframe. **Failure to permit on-site reviews and/or acknowledge and address deficiencies within the stipulated timeframe may result in the forfeiture of remaining grant funds, and where applicable, a two year application suspension and shall be a factor in the consideration of future applications. Although financial documents may be requested during the on-site review, the on-site review is not a financial audit and shall not be considered an audit of any type.**

APPLICATION INSTRUCTIONS

GENERAL INSTRUCTIONS

The Board reserves the right to deem ineligible for further review any application that is incomplete or does not STRICTLY adhere to the instructions contained in this document.

The Board has exclusive authority to approve or deny all grant applications. All awards are subject to the availability of funds.

Applicants will not receive funding if the match requirements are not met.

These instructions present the format all applicants must follow in preparing applications.

- All forms provided in the application must be used as required.
- The application, including all forms, must be typed on single-sided 8.5" by 11" white paper, double-spaced (unless otherwise noted in the Guidelines, Overview & Instructions). No font deviations, including colors, all caps, all bold, all italics, etc, will be accepted.
- Required Attachments—including brochures, newsletters, curriculum, etc.—may be submitted in their original format and may be paper-clipped together.
- Complete the header in the upper left hand corner of page 2 with your Agency Name. Example:

FY 2014 Statewide Prevention Grant Application

Agency Name: Type Name of Potential Grantee Here

APPLICATION INSTRUCTIONS (Questions 1 – 8)

1. **Organization Information:** Enter all information about the organization.
2. **Primary Contact Information:** Enter all information for the primary contact.

3. **Funding Information:** Enter the name of the child sexual abuse primary prevention program and the total amount of funding requested from the CVTF.
4. **CVTF Funding History:** Provide information about the total number of years CVTF has funded your agency for any programs, if applicable. Indicate the last year funding was received, and enter the amount funded for the last year funding was received. Also, enter the name of the program last funded. If the agency received an award under a different name, (i.e. the agency has changed names in the past) include that information as well.
5. **Financial Assistance Data:** Provide a 'Yes' or 'No' response to each question. Also, provide an explanation for any question to which you responded, 'Yes.'
6. **Criminal Background Checks:** Provide a 'Yes' or 'No' response to each question.
7. **Program Summary:** The summary provides a brief description of the program. It is similar to an executive summary and presents a synopsis of the Application Narrative. The summary must give reviewers necessary information to understand the proposal, i.e. the population served and what, how, when, how frequently, by whom and where the primary prevention program will be implemented and any collaboration, evaluation and promotional efforts. ***Note: This section must not exceed 200 words.***
8. **Program Impact:** Explain how the program will have a statewide impact on the prevention of child sexual abuse. Also, list the counties or areas that will be served by the program. ***Note: The 'Statewide Impact' section must not exceed 100 words.***

Form 1. Grant Application Checklist

Place an 'X' next to all documents that are attached and place an 'X' next to all format requirements that have been followed.

Additional notes regarding the agency audit, year-end financial statements, letters from collaborative partners, agreements for consultant and contractual services, equipment price quotes, materials price quotes, program curriculum, script(s), other publications, and evaluation instrument(s)/ tool(s) follow.

- a. Agency audit must not be more than 2 years old. The agency audit may be submitted on 8 ½" by 14" (legal size) white paper, single-sided.
- b. Agency year-end financial statements for the last completed fiscal year may be submitted on 8 ½" by 14" (legal size) white paper, single-sided.
- c. Letters from collaborative partners must be no more than one (1) year old and must:
 1. address the specific collaborative activities that will occur within the funding period.
 2. reflect a current date.
 3. contain an original signature.
- d. The application package must include letters of agreement on vendor's letterhead for all consultant and contractual services. These services will NOT be considered for funding without a letter of agreement on vendor's letterhead.
- e. The application package must include copies of price quotes on vendor's letterhead. Equipment will NOT be considered for funding without a price quote on vendor's letterhead.
- f. The application package must include copies of price quotes on vendor's letterhead. Materials will NOT be considered for funding without a price quote on vendor's letterhead.
- g. If this proposal is for a new program that the agency has not yet implemented or is in the process of creating and copies are not in hand, you must provide a draft or detailed description of the curriculum, script(s), other publications, and evaluation instrument(s)/tool(s).

If proprietary restrictions do not allow you to provide a copy of the program curriculum, script(s), evaluation instrument(s)/tool(s), assessment method(s) or

any other publication associated with the proposed program, you must provide proof from the vendor on vendor's letterhead regarding the document's proprietary or confidential nature. As appropriate, provide copies of advertising/order forms for the curriculum, script(s), evaluation instrument(s)/tool(s), assessment method(s), other publication and/or material.

If any case, you must provide sufficient information about the program curriculum, script(s), evaluation instrument(s)/tool(s), assessment method(s) or other publications to facilitate the Board's understanding. **Applications that do not provide this information will not be considered.**

Form 2. Statement of Cooperation and Assurances

Include names, titles, dates and signatures. Signatures on this page confirm the applicant understands the application instructions, complies with funding requirements and policies of the agency's board/governing body, and complies with nondiscrimination laws. Further, the signatures affirm that the information in the application is true and accurate.

APPLICATION NARRATIVE INSTRUCTIONS

The Application Narrative must not exceed twelve (12) pages. The information contained in each section and each subsection must stand alone. Therefore, the narrative must not refer the reader to another section or to an attachment for information required of the section. ***Information presented in this manner will be considered incomplete and may lower the applicant's score.***

I. Agency Description

The Agency Description provides an overview of the organization and its ability to implement a child sexual abuse primary prevention program. Your description must, at a minimum, include the following:

- A. Provide the agency's mission statement or purpose.
- B. Describe the history of the agency. Include previous names and/or mergers, past or present services offered and the population the agency generally serves.

- C. Describe the board of directors. Include how each board member is representative of community. Also, include statistics regarding minority, ethnic and gender representation on the board.
- D. Describe other child sexual abuse prevention programs offered by the agency. Describe any specific programs the agency has conducted in the past that are similar to/related to child sexual abuse prevention. For example, any child sexual abuse prevention programs, any other types of prevention programs, any other types of child sexual abuse services, outreach or education efforts, etc.

II. Primary Prevention Program Description

The Primary Prevention Program Description provides information about the program and must demonstrate the agency's understanding of and ability to implement the proposed primary prevention program. Your description must, at a minimum, include:

- A. A comprehensive description of the program, including:
 - 1. Explain how this proposal fits a primary prevention approach.
 - 2. Provide information that clearly and concisely verifies the need for the program. Explain what this program will offer that is not already available from other child sexual abuse prevention programs. Also, describe the gaps in services.
 - 3. If applicable, describe how the program is innovative or new.
 - 4. List and explain the program goals and objectives. A goal is a long-term outcome that is expected from the program. An objective is a specific activity used to reach a goal.
 - 5. Provide specifics about the target population **and** explain why this population was chosen.
 - a. Provide evidence that the agency has access to the target population.
 - b. Address the particular risk, protective and vulnerability factors established as contributors to the problem.

- c. Using **all** applicable qualifiers, describe the target population in terms of age, gender, ethnic, racial, cultural, and socioeconomic characteristics, special needs, etc. as appropriate. (Cite the data source and the year the data was collected).
 - d. Provide a clear explanation of how the program meets the specific needs of the target population.
 - e. Demonstrate how the program will prevent child sexual abuse and/or exploitation in the target population.
- B. A comprehensive description of the program curriculum, including:
 - 1. Describe the subject matter contained in the curriculum.
 - 2. List and explain the learning goals and objectives. A goal is a long-term outcome that is expected from the program curriculum. An objective is a specific activity used to reach a goal.
 - 3. Provide evidence that the curriculum is consistent with current research, literature and best practices (Cite the source of the research, literature, etc., and the year of publication for each source).
 - 4. Explain why the program is developmentally appropriate for the target population.
 - 5. Explain how the program is sensitive to multicultural audiences.
- C. A comprehensive description of the program delivery including:
 - 1. List the locations and venues—to include the city and county—where the program will be delivered. Also, indicate whether the location or venue is proposed or secured.
 - 2. State the number of targeted recipients, divided by category (i.e., adults, parents, children, students, teachers, police officers, etc.)
 - 3. If applicable, describe the plan for incorporating multiple exposures and include the duration of the exposures.
 - 4. If applicable, describe any interactive formats.
 - 5. If applicable, describe any parent components.

6. If applicable, describe any Internet components.
 7. If applicable, identify current barriers that might prevent the target population from accessing the proposed program and what would be done to overcome these barriers (examples of barriers include, but are not limited to transportation and child care).
- D. A comprehensive description of the available resources including:
1. Who will implement the program?
 2. Describe the paid staff positions in the area related to child sexual abuse prevention programming (child abuse services, prevention services, etc.). Include a brief description of the screening or training they have undergone and the content and duration of the training.
 3. Describe the agency's use of independent contractors and volunteers. Include a brief description of the screening or training they have undergone and the content and duration of the training.
 4. Describe the process of ongoing supervision of staff, volunteers and/or consultants. Also, indicate who will provide the supervision.
 5. If applicable, describe training that staff, volunteers and/or consultants will receive. Indicate specific activities, hours involved, curriculum and materials to be used and who will provide the training.
 6. Describe the training of any other involved parties (i.e. teachers, group leaders, parents, etc.). Indicate specific activities, hours involved, curriculum and materials to be used and who will provide the training.
- E. Describe activities that will support networking and synergy between agencies/groups that provide or support child sexual abuse primary prevention activities. Identify the collaborative partners and briefly describe their activities integral to the program. .
- F. Explain the implementation timetable, including how the program will be carried out within the funding period.

III. Evaluation Plan

The Evaluation Plan describes how the applicant will work to continuously improve the program. At a minimum, the description of your evaluation must include the following:

- A. List each program goal and describe its corresponding evaluation component(s). ***There must be at least one clear evaluation component for each program goal.*** Each evaluation component should include what type of data will be collected, and how it will be compiled and analyzed. (Note: a **program goal** is a long-term outcome that is expected from the **program**.)
- B. List each learning goal and describe its corresponding evaluation component(s). ***There must be at least one clear evaluation component for each learning goal.*** Each evaluation component should include what type of data will be collected, and how it will be compiled and analyzed. (Note: a **learning goal** is a long-term outcome that is expected from the **curriculum**.)
- C. Explain how you will determine the successful achievement of the program objectives. An objective is a specific activity used to reach the program goals. Also, explain which activities were more successful than others and why.
- D. Describe the evaluation instrument(s), tools or other assessment methods (either existing or innovative) to be used to measure and understand the effectiveness of the program.
- E. Provide the timeframes for evaluation/assessment.
- F. Discuss how the evaluation will be used to modify, enhance or improve the program as needed.

IV. CVTF Promotion Plan

The CVTF Promotion Plan provides information about the applicant's strategy for promoting and publicizing the CVTF. The CVTF promotion plan must, at a minimum, include:

- A. A description of the plan to include the CVTF logo, information about the CVTF income tax refund check-off and "I Care About Kids" license plate and statement crediting CVTF funding in all published materials including

brochures, newsletters, posters, agency Web sites, radio and television media, etc.

- B. A description of the plan to distribute CVTF posters and brochures at two or more of the following ‘Target Locations.’ If applicable, the potential grantee must also describe the plan to distribute CVTF posters and brochures at ‘Other Locations.’

1. Target Locations

- a. County Clerk’s Offices and Division of Motor Vehicle offices
- b. Courthouses, including, but not limited to, Family, Circuit and District Courts
- c. Police Departments
- d. Pediatrician offices, childcare centers
- e. Libraries, Community Centers, youth clubs, e.g. YMCA or Boys & Girls Club
- f. Health Departments/free clinics

2. Other Locations

- a. Semi-professional sports teams, i.e. Lexington Legends, Louisville Bats
- b. Children’s clothing stores and large shopping malls
- c. Tax preparation firms

PROGRAM BUDGET INSTRUCTIONS

All figures reflected in the Program Budget must relate **directly** to the child sexual abuse prevention program.

Form 3. Anticipated Program Revenue Detail—Breakdown by Source Form

You must use the Anticipated Program Revenue Detail—Breakdown by Source Form to list anticipated sources of CVTF grant, cash match and in-kind match amounts. In the appropriate column, identify each revenue source by name and indicate whether the revenue source is firmly committed or potential. In addition, include the dollar amount

anticipated from each revenue source and the grand total of all revenue sources. All figures must be rounded to the nearest whole dollar.

A description of cash match and in-kind match follows.

- Cash match includes cash from other funding sources, cash donations, grants, salaries paid through agency sources, etc. Only amounts **directly** related to the child sexual abuse primary prevention program may be counted toward the cash match.
- In-kind match includes donated labor, materials, the value of volunteer time, portion of agency rent, telephone, copying printing provided at reduced or no charge, supplies, etc. Only amounts **directly** related to the child sexual abuse primary prevention program may be counted toward the in-kind match.

Examples of the appropriate way to fill-in the Anticipated Program Revenue Detail—Breakdown by Source Form follow:

Cash Match* (minimum 10% of total CVTF Grant request)		
Coleman County Government Grant	Committed	\$1,000
Federal Keep our Children Safe Grant	Potential	\$2,300

In-kind Match*		
Great Media, LLC	Committed	\$1,500
Big Rise CAC Child Sexual Abuse Primary Prevention Program Volunteers	Committed	\$1,500

Form 4. Budget Plan

You must use the Budget Plan form to list anticipated program revenue sources and to itemize costs by budget category. All figures must be rounded to the nearest whole dollar. Additional guidance follows:

Name of Agency: Enter the name of the agency submitting the application.

Name of Primary Program: Enter the name of the child sexual abuse primary prevention program, if different from agency name.

Budget Period: List the expected starting and ending dates by month, day and year (mm/dd/yy). The program must be completed by June 30th of the funding year.

1. **Anticipated Program Revenue:** Enter the total amount of anticipated program revenue. The amount must equal the grand total on the Anticipated Program Revenue Detail—Breakdown by Source Form.

CVTF Grant – enter the total amount of funding requested from the CVTF.

Total Match – enter the total amount of cash match and in-kind match.

2. **Program Budget:** The figures associated with each cost category must be listed in the appropriate funding source column, i.e. CVTF Grant, Cash Match and/or In-Kind Match. Each itemized expense—to include the name of the expenditure, e.g. Project Director's Salary, Copies, Workbooks, Design/Layout Services, Mileage-Lexington, etc. **and** the dollar amount of the expense—**MUST** be listed. All subtotals and grand totals must be included at the end of each row and at the bottom of each column. The grand total must equal the grand total on the Anticipated Program Revenue Detail—Breakdown by Source Form.

- a. Staff Salaries expenses must be listed under the CVTF grant and/or cash match column(s), as appropriate.

Volunteer hours expenses must be listed under the in-kind match column.

- b. Staff Fringe Benefits expenses must be listed under the CVTF grant and/or cash match column(s), as appropriate.
- c. Consultant/Contractual Services expenses must be listed under the CVTF grant, cash match and/or in-kind match column(s), as appropriate.
- d. Training and Travel expenses must be listed under the CVTF grant, cash match and/or in-kind match column(s), as appropriate.
- e. Operational expenses must be listed under the CVTF grant, cash match and/or in-kind match column(s), as appropriate.
- f. Equipment expenses must be listed under the CVTF grant, cash match and/or in-kind match column(s), as appropriate.

- g. Materials expenses must be listed under the CVTF grant, cash match and/or in-kind match column(s), as appropriate.

Examples of the appropriate way to list itemized expenses in the Program Budget follow:

	Funding Sources			
Cost Category	CVTF Grant (Column A)	Cash Match (Column B)	In-Kind Match (Column C)	SUB-TOTALS (Column D)
a) Staff Salaries	Project Dir \$4,800 Subtotal: \$4,800		Volunteers \$1,520 Subtotal: \$1,520	\$6,320
d) Training & Travel		Prevention Institute Registration \$300 Hotel \$500 Meals \$158 Mileage Paris \$184 Subtotal: \$1,142		\$1,142

BUDGET NARRATIVE INSTRUCTIONS

The Budget Narrative must not exceed six (6) pages. The information contained in each section must stand alone. Therefore, the narrative must not refer the reader to another section or to an attachment for information required of the section. Information presented in this manner will be considered incomplete and may lower the applicant's score. A justification statement describing the need for the expense and the benefit to the proposed program must be provided for each line item. All figures must be rounded to the nearest whole dollar. All figures reflected in the Budget Narrative must relate **directly** to the child sexual abuse prevention program.

A. Cost Categories

The Budget Narrative must provide the Board with a comprehensive understanding of how the funds will be spent. In every category itemize each expense and show the mathematical calculation. You must provide sufficient detail to facilitate the Board's determination regarding the relevance of the expenditure to the program.

1. Staff Salaries

- a. Full-time and Part-Time Employees. The amount(s) requested to pay for the salaries of full-time or part-time employees must be indicated. List each position separately, detailing the base salary amount multiplied by the amount of estimated time the individual will spend on the program multiplied by the grant period, i.e. the grant period will be the number of months or weeks, as appropriate.

Line item expenditures must be justified by statements describing the need for and benefit to the program. In addition, each mathematical calculation must be reflected. After each mathematical calculation, indicate whether the expense is CVTF or Cash Match. For example:

The Project Director's position is full-time, 40 hours per week with a base salary of \$2,000 per month. This is a new position. The Project Director will spend approximately 20% of her time, from July 1 through June 30, ensuring the program is implemented as planned and that overall goals are achieved, assuring quality standards and timelines are met, and supervising staff, volunteers and independent contractors.

$\$2,000 \text{ monthly salary} \times .20 \times 12 \text{ months} = \$4,800 \text{ (CVTF)}$

Note: The Board discourages the use of CVTF money to fund salaries unless a new position is being created or funding for the primary prevention role is unavailable from any other source.

- b. Applicants must definitively state the need for funding for salaries.
- c. Applicants must definitively explain the lack of alternative funding sources.
- d. Volunteers. The value of volunteer hours must be indicated; and, the assigned value(s) must be based on realistic figures. List the number of volunteers, detailing the value of their time multiplied by the amount of estimated time the volunteers will spend on the program multiplied by the grant period, i.e. the grant period will be the number of months or weeks, as appropriate.

You do not have to list each volunteer separately if the value of the volunteer time, the estimated amount of time spent on the program and the grant period are identical for each volunteer.

Line item expenditures must be justified by statements describing the need for and benefit to the program. In addition, each mathematical calculation must be reflected. After each mathematical calculation, indicate that the expense is an In-kind Match. For example:

From July 1 through June 30, seven (7) volunteers will donate an estimated total of 190 hours to the program at a rate of \$8 per hour. The volunteers are responsible for presenting the program and educating parents.

190 volunteer hours x \$8.00 per hour x 1 fiscal year = \$1,520 (In-kind Match)

2. **Staff Fringe Benefits**

The amount(s) requested to pay for the fringe benefits of full-time employees must be indicated. Fringe Benefits include items such as FICA, life, health and/or dental insurance, and other fringe benefits offered by your agency.

- a. List all components that make up fringe benefits and include the rate for each component, e.g. FICA 7.65%, Workers Compensation 2.5%, etc.

Notes: *The Board discourages the use of CVTF money to fund benefits unless a new position is being created or funding for the primary prevention role is unavailable from any other source. CVTF will NOT fund or consider as a match, holiday pay or benefits for part-time staff or volunteers.*

- b. List each full-time position separately, detailing the pro-rated salary amount multiplied by the **total** fringe benefit percentage. Each item must be listed separately.

Line item expenditures must be justified by statements describing the need for and benefit to the program. In addition, each mathematical calculation must be reflected. After each mathematical calculation, indicate whether the expense is CVTF or Cash Match. For example:

The agency requests CVTF funds to pay for the pro-rated employer share of fringe benefits for the new Project Director's position.
--

$\$4,800 \text{ pro-rated annual salary} \times .0765 \text{ fringe} = \367 (CVTF)
--

- c. Applicants must definitively state the need for funding for fringe benefits.
- d. Applicants must definitively explain the lack of alternative funding sources.

3. **Consultant and Contractual Services**

Consultant and contractual services include program delivery, trainers, evaluators, media relations, etc. List each consultant and contract separately, describe the services to be provided and include the dollar value of the compensation/cost.

Line item expenditures must be justified by statements describing the need for and benefit to the program. In addition, each mathematical calculation must be reflected. After each mathematical calculation, indicate whether the expense is CVTF, Cash Match or In-kind Match. For example:

Turner Graphics will donate design, layout and graphics services for the educational materials used in the program. The fee is \$30 per hour and it is estimated that 40 hours will be needed to complete the work.

40 hours x \$30 per hour = \$1,200 (In-kind Match)

4. **Training and Travel**

Discuss any anticipated training, including information regarding the name of the organization providing the training, purpose and relationship to the proposed primary prevention program, and number of individuals for whom the training is requested.

Discuss any projected travel, including information regarding, at a minimum, the purpose of the trip, destination, total round trip miles, per diem costs (i.e. meals, hotel lodging), and number of individuals for whom funds are requested. Travel expenses—including mileage expenses—**must** identify the actual and/or potential destinations.

Line item expenditures must be justified by statements describing the need for and benefit to the program. In addition, each mathematical calculation must be reflected. After each mathematical calculation, indicate whether the expense is CVTF, Cash Match or In-kind Match. For example:

The Project Director will attend the KY Child Sexual Abuse Prevention Institute's annual 5-day conference in Paris, KY. The conference is the premier training event for professionals and law enforcement officials involved in child sexual abuse prevention. Travel costs are based on actual round trip mileage from Big Rise, KY to Paris, KY and travel hours are from Sunday at 10:00 a.m. through Friday at 6:30 p.m. The overnight hotel stay is required as round trip travel time is approximately six (6) hours. In addition, the daily hotel rate is less expensive than the daily mileage reimbursement.

Registration: \$300 per person x 1 person = \$300 (Cash Match)

Hotel: \$100 per night x 5 nights = \$500 (Cash Match)

Per Diem: \$7 breakfast x 5 days + \$8 lunch x 6 days + \$15 dinner x 5 days = \$158 (Cash Match)

Mileage: \$.046 cents per mile x 400 round trip miles = \$184 (Cash Match)

Notes: Any mileage expenses will be reimbursed at the prevailing state mileage rate. Mileage reimbursement may not exceed the prevailing state mileage rate at the time of grant application submission. The prevailing state mileage rate is available at the following web address: <http://finance.ky.gov/services/statewideacct/Pages/travel.aspx>. Under 'Rates' click on 'Mileage Reimbursement Rate.'

Per diem expenses (i.e. hotel, meals) will be reimbursed at the state approved rate. Allowable rates for meals are summarized below:

Meal	Meal-time Hours	Reimbursement Amount
Breakfast	6:30 a.m. – 9:00 a.m.	\$7.00
Lunch	11:00 a.m. – 2:00 p.m.	\$8.00
Dinner	5:00 p.m. – 9:00 p.m.	\$15.00

To be eligible for lodging reimbursement, staff must be in travel status, i.e. at a destination more than 40 miles from the individual's work station or home; whichever is the shortest distance. Meal reimbursement only applies if an overnight stay is necessary and occurs. For additional information about travel reimbursement refer to Kentucky Administrative Regulations. 200 KAR 2.006.

The Board expects that staff will carpool as much as possible. Individual reimbursements to the same destination must be clearly explained.

Overnight travel must be clearly justified as part of the program.

Out-of-state travel must be clearly justified. Any out-of-state travel must be specifically described as training that is not available in-state.

5. **Operational Expenses**

Operational expenses may include items such as rent, utilities, copying, printing, telephone, postage, AOC criminal background checks, supplies, etc. List each item separately including how amounts were pro-rated.

Line item expenditures must be justified by statements describing the need for and benefit to the program. In addition, each mathematical calculation must be reflected. After each mathematical calculation, indicate whether the expense is CVTF, Cash Match or In-kind Match. For example:

A portion of the Big Rise County grant will pay for 100 square feet of office space dedicated to the child sexual abuse prevention program, for its duration (12 months). The cost of the space is \$3 per sq. ft. The cost per sq. ft. is consistent with office lease costs in Big Rise County and was obtained from showcase.com. The space will be used as a workspace by volunteers and for storing program materials.

$\$3 \text{ per sq. ft.} \times 100 \text{ sq. ft.} = \$300 \times 12 \text{ months} = \$3,600 \text{ (Cash Match)}$

6. **Equipment**

Equipment includes items such as copiers, fax machines, telephone lines or telephone systems, computers, printers, postage meters, etc. Amounts must be prorated to reflect only the proportionate amount that will be used for the primary prevention program.

- a. List each item separately including how amounts were pro-rated.

Line item expenditures must be justified by statements describing the need for and benefit to the program. In addition, each mathematical calculation must be reflected. After each mathematical calculation, indicate whether the expense is CVTF, Cash Match or In-kind Match. For example:

All necessary equipment will be provided by the agency. The equipment will be used for communication, research and reports. It is estimated that the program will use the equipment 25% of the time. The current equipment values were calculated by our CPA, Haas-Winston.

Fax machine: $\$200 \text{ current equipment value} \times .25 = \$50 \text{ (In-kind Match)}$

Computer: $\$400 \text{ current equipment value} \times .25 = \$100 \text{ (In-kind Match)}$

Note: *The Board discourages the use of CVTF money to purchase equipment.*

- b. Applicants must definitively state the need for funding for equipment.
- c. Applicants must definitively explain the lack of alternative funding sources.

7. **Materials**

Materials include items such as publications, puppets, program props, DVDs, videos or other programmatic needs. List each item separately. These figures must be based on real costs and not vague estimates.

Line item expenditures must be justified by statements describing the need for and benefit to the program. In addition, each mathematical calculation must be reflected. After each mathematical calculation, indicate whether the expense is CVTF, Cash Match or In-kind Match. For example:

Three hundred (300) parents will attend the parent component of the agency's child sexual abuse prevention program. Each parent will receive an interactive DVD entitled, "What Parents Should Know about Preventing Child Sexual Abuse." The DVDs, which cost \$15 each, will reinforce the information provided during small group seminars. The Mary J. Crest Children's Foundation is donating the DVDs to the program.

300 DVD x \$15 each = \$4,500 (In-kind Match)

B. **Diversification of Funding**

Describe your plans and capacity to sustain the program beyond the CVTF grant. The plan must, at a minimum, include your strategy to broaden financial support.

Note: *The funding commitment of the CVTF is limited. The CVTF is not self-renewing and it is subject to the availability of funds from year to year. A new application must be submitted to the Board each fiscal year and the applicant must requalify for funding each year.*

C. **Reduced Funding:**

Explain how the agency would implement the program with reduced CVTF funding.

Note: *If approved for funding, the Board may fund less than 100% of an agency's request. As such, the Board requires information about the agency's ability to implement its program with reduced CVTF funding.*

IMPORTANT NOTE: CHECK ALL MATHEMATICAL CALCULATIONS, SUB-TOTALS AND GRAND TOTALS FOR ACCURACY. INCORRECT FIGURES MAY LOWER THE APPLICANT'S SCORE.

Your calculations/totals **MUST** be consistent between the following forms:

- Anticipated Program Revenue Detail-Breakdown By Source
- Budget Plan
- Budget Narrative

Appendix

Frequently Asked Questions

Note: The dates and timeframes contained in this document are for general information purposes only and may be subject to change.

1. When is the application due?

Applicants should take into consideration that programs must be completed by June 30, in the year of the award. Requests for funding are reviewed and approved by the Board at its regularly scheduled spring meeting. All CSAEP Board meetings are posted on the Web site:

<http://ag.ky.gov/criminal/victims/csaep/Pages/meetings.aspx>.

2. When are the funds available?

The availability of funding from the Child Victims' Trust Fund is announced once per year during the month of October. Funds are available for the discretionary grant any time from July 1 – June 30, in accordance with the state fiscal year.

3. When will I be notified if I am funded?

You will be notified within thirty (30) days following the CSAEP Board meeting at which your application is considered.

4. What are the eligibility criteria for funding?

Your agency must be a nonprofit agency certified by the Internal Revenue Service as having a tax exempt status, i.e. 501(c)(3) or be a public agency.

5. Do you fund programs that address not only child sexual abuse and exploitation prevention, but other types of interpersonal violence as well?

The mission of the CSAEP Board remains the prevention and reduction of child sexual abuse and exploitation. Funds from the Board may only be used to support the portions of your program that specifically address child sexual abuse and exploitation. So, while your program in general may address other types of

violence or abuse, the CVTF funds may only be used in support of those components dealing specifically with child sexual abuse prevention.

6. Do you fund direct service programs for survivors?

The CSAEP provides funding to regional Child Advocacy Centers to assist with non-medical components of child sexual abuse physical exams. CVTF also funds primary, secondary and tertiary prevention programs.

7. What is meant by the required match?

You must provide a 50% match of CVTF funds in your program budget. The match composition shall be as follows: The Cash match (i.e. other funding sources, cash donations, grants, salaries paid through agency sources, etc.) shall total at least 10% of the total CVTF grant amount. This sum shall be subtracted from the total match amount. The remainder match may be met through cash and/or in-kind match (i.e. donated facilities, goods or services, volunteer services, etc.). The type of contributions stipulated as cash match and in-kind match must be specific to the program being funded and shall be subject to approval of the Board, and the applicant shall maintain documentation for such contributions (*refer to [KRS 15.935 \(1\) \(a\) 2](#), [KRS 15.940 \(4\)](#) and the Appendix in the Application Guidelines, Overview & Instructions for additional information*).

8. What qualifies as in-kind match?

In-kind match may include the value of volunteer hours, copying or printing provided at reduced or no charge, space donated for programs, telephone, media advertisements at reduced or no charge, materials and supplies, etc. Include only those amounts directly associated with the child sexual abuse prevention program. For instance, if your office space is donated and your application states that your agency will focus 25 percent of its time on the child sexual abuse prevention program, list 25 percent of the donated office rental value as an in-kind match.

9. Is there a chance for me to address the CSAEP Board to make a case for my application and program?

No. Applications are expected to stand on their own merits. However, all CSAEP Board meetings are open to the public.

10. What if we want to start a new program and we don't have the actual program/ curriculum determined yet?

If the proposal is for a program that your agency is in the process of creating, you must provide a draft or detailed description that provides sufficient information to facilitate the Board's understanding of the program/ curriculum – including curriculum, evaluation, etc. – and its goals and objectives. As appropriate, you must also provide copies of advertising/ order forms for curriculum and/ or materials.

11. What if we don't use all of the funding before the end of the fiscal year?

Unused funds **MUST** be returned to the CVTF.

12. If we have been funded in the past, can we still apply?

Yes. You may receive funding from CVTF more than once. However, CVTF encourages organizations to seek support from other sources, and in general CVTF strives to decrease the amount of funding to repeat agencies over time. It is also important that you demonstrate ways in which your program is expanding or changing in your application. Finally, it is imperative that you demonstrate why funds are not available for continuation of the program from other sources.

13. What if our tax exempt status is still in process?

Agencies that have not completed their tax exempt status will **NOT** be funded. CVTF funding is available only to organizations that have achieved tax exempt status and are established as non-profit entities for several reasons: these organizations have had an opportunity to develop by-laws, a mission and a working Board, they are established in their community and they have been able to nurture ties to other agencies and entities within their region. These qualities support and foster the success of prevention programs and provide added reassurance that the agency will be able to complete the program as described.

14. Can we use CVTF funding for building or renovation?

CVTF funds may **NOT** be used for capital expenditures.

15. Can we use CVTF funding for positions, salaries and benefits?

CVTF discourages the use of CVTF money to fund salaries unless a new position is being created or funding for the prevention role is unavailable from any other source. However, in rare instances where an applicant demonstrates acute need for funds to be allocated to such areas, and **only** when the applicant demonstrates that efforts to secure funds from other sources have been futile, will CVTF consider such requests. Salary and compensation amounts must correspond to the percentage of time the employee will devote to the particular child sexual abuse prevention program for which funding is sought from CVTF. The CVTF will **NOT** fund or consider as a match holiday pay or other benefits for part-time staff or volunteers.

16. Can we use CVTF funding for equipment purchases?

CVTF discourages the use of CVTF funds for equipment purchase, but in rare instances when the applicant demonstrates acute need and an inability to secure funds from other sources, such allocations may be considered. Again, funding will be approved only in the amount that corresponds to the percentage of time the equipment will serve the child sexual abuse prevention program for which funding is sought from CVTF.

17. Can we use CVTF money for staff and volunteer training and related travel expenses?

CVTF money may be used for staff and volunteer training if that training is directly related to the child sexual abuse prevention program for which funding is sought. Such expenses will be carefully scrutinized by CVTF and overnight accommodations and meals will only **RARELY** be considered for funding. It is expected that the applicant will seek to minimize travel expenses and any duplication of travel among personnel as much as possible. CVTF monies may not be used for out-of-state training and related travel expenses unless clearly justified (i.e. training is necessary for accreditation in a national prevention program and that training is not available in the Commonwealth of Kentucky).

18. Can we use CVTF money to pay the mortgage on our agency's building?

No.

19. How do I clearly demonstrate an inability to secure funding from other sources?

CVTF is one of many funding sources available to support programs addressing the prevention of child sexual abuse. Other sources may include local and regional agencies, local businesses and corporations, public and private state agencies and public and private federal organizations. It is important that you demonstrate that you are aware of and seeking to access funds from these other sources as well. Any other applications for funding should be noted with the results of the request, as well as any fundraising efforts and campaigns to solicit revenue for the agency and the program.

20. Why do you want a copy of all the materials we use and distribute?

The CVTF Board and staff recognize that there is a tremendous variety of material available to choose from, with varying degrees of accuracy and appropriateness for age and culture. It is necessary that we review the materials you plan to use to ensure that we find them to be accurate, current, and appropriate for the population you propose to reach. There will be no exceptions to this review process and failure to solicit prior approval of materials you will be using may result in invalidating the contract and forfeiture of remaining funds.

21. What are the components of a successful child sexual abuse prevention program?

- evidence that the prevention program is based on current research and literature
- clear understanding of the population intended to be served and evidence that the program and the curriculum reflects the particular needs of that population
- evidence that the program includes key components for effective prevention—including multiple contacts with the intended audience; interactive learning; parent, community, adult, and Internet safety components—to enhance child-focused programs
- appropriate screening, training and background checks of staff, consultants, independent contractors and volunteers
- awareness of and collaboration with other community resources involved in child sexual abuse services and/or prevention services
- clear and achievable plans for qualitative and quantitative program evaluation

22. What is our agency's duty to report allegations of suspected child sexual abuse and child abuse?

Kentucky is a MANDATORY REPORTING state. If a disclosure of abuse is made to you, you are REQUIRED to report to the appropriate authorities.

The statutory requirements follow:

Any person who knows, or has reasonable cause to believe that a child is dependent, neglected or abused **shall immediately** report to law enforcement, the Cabinet for Health and Family Services, or to the Commonwealth's or County attorney. Any Supervisor who receives a report of suspected abuse **shall promptly** make a report to the proper authorities. No individual is relieved of their duty to report. KRS 620.030(1).

Any person who has attended such a child as part of his or her professional duties shall, if requested in addition to the report above, file with Law Enforcement, the Cabinet for Health and Family Services, the Commonwealth's Attorney, or County Attorney a written report containing the following within 48 hours of the original report:

- Names and addresses of the child and his or her parents or other person exercising custodial control and supervision;
- The child's age;
- Nature and extent of the abuse including any previous charges to this child or his or her siblings;
- The name and address of the person allegedly responsible for the abuse; and
- Any other information that the person making the report believes may be helpful.

KRS 620.030(2)

The only two exceptions to this rule are the attorney-client and clergy penitent privileges. No other privilege is a ground for refusing to report abuse or from excluding evidence on any judicial proceeding. KRS 620.030(3)

Any person who intentionally violates this provision shall be guilty of a:

- Class B misdemeanor for the first offense;
- Class A misdemeanor for the second offense; and
- Class D felony for each subsequent offense.

KRS 620.030(5)

Anyone acting with reasonable cause in making the report shall have both civil and criminal immunity from liability. This includes the making of the report as well as participation in any judicial proceeding.

Identifying information concerning the individual making the report shall not be disclosed except to law enforcement, the Cabinet, the multidisciplinary team, or under a court order. KRS 620.050(11)

23. What should we do if we do not know how to find local data?

The following organizations can help you locate local data.

a. Kentucky State Data Center:

Web: <http://ksdc.louisville.edu/>

Phone: (502) 852-7990

Fax: (502) 852-7386

b. Cabinet for Economic Development:

Community Data Quick Search:

<http://www.thinkkentucky.com/EDIS/cmnty/cmntyindex.aspx?param=1>

Inquiries Concerning Community Webs and General Research Questions should be directed to:

Office of Research & Public Affairs

Phone: (502) 564-4886

Email: econdev@ky.gov

c. U.S. Census Bureau:

Web: <http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml>

Help: http://factfinder2.census.gov/help/en/american_factfinder_help.htm#

Call Center: 301-763-INFO (4636) or 800-923-8282

TDD: TTY users can dial 1-800-877-8339 to use the Federal Relay Service

d. Other Resources:

In addition, you may contact your local health department, the Cabinet for Health and Family Services, or your local social services office.

UNALLOWABLE EXPENSES

Certain expenses will not be considered for CVTF funding or as a Cash Match or In-kind Match. Unallowable expenses include, but are not limited to, the following:

1. Bad Debt
2. Capital Expenditures
3. Contributions or Donations to other Agencies
4. Depreciation on Assets
5. Fines and Penalties
6. Fringe Benefits for Part-Time Employees
7. Fringe Benefits for Volunteers
8. Fundraising Costs
9. Holiday Pay for Part-Time Employees
10. Holiday Pay for Volunteers
11. Interest Expenses
12. Legal Fees
13. Lobbying Expenses
14. Mortgage Costs
15. Moving Costs
16. Taxes and Related Penalties

CVTF MATCH REQUIREMENT

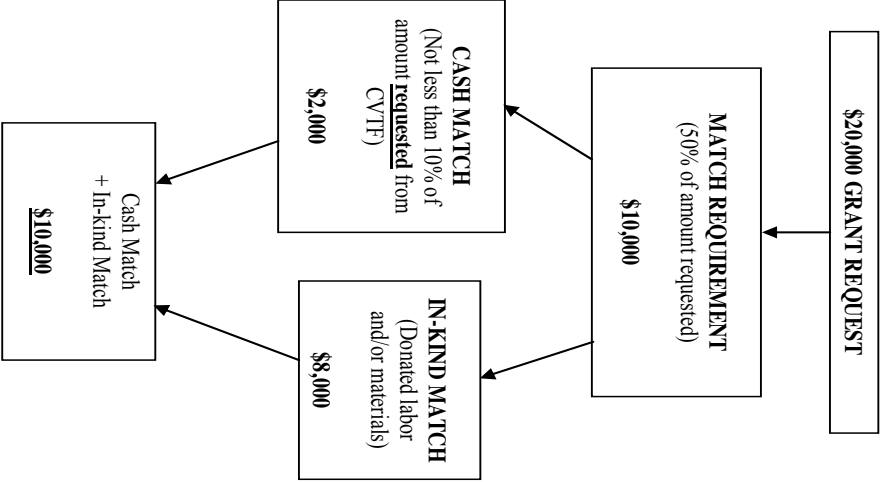
The agency is required to provide—at a minimum—a 50% match for the amount of funds requested from CVTF. This match may be in the form of cash contributions, in-kind contributions (donated labor and/ or materials) or a combination of cash and in-kind contributions.

At least 10% of the agency's match must be in cash. However, the agency is not prohibited from providing more than a 10% cash match.

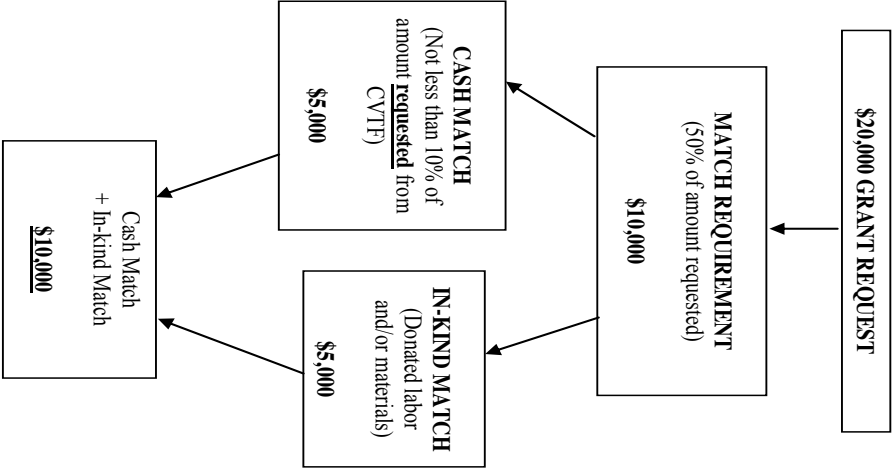
Three examples follow. Example 1 reflects a 10% cash match; Example 2 reflects a 25% cash match; and Example 3 reflects a 100% cash match.

CVTF MATCH REQUIREMENT

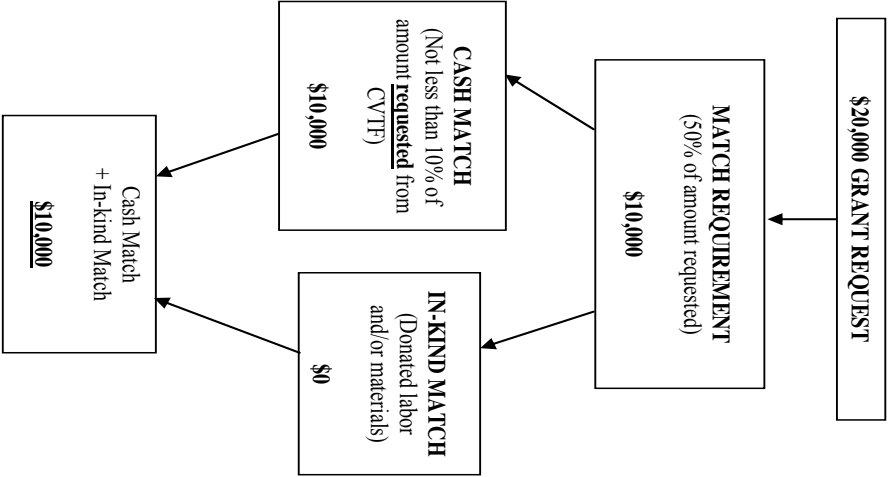
EXAMPLE 1



EXAMPLE 2



EXAMPLE 3



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